Skills Forward

Skills Builder Guide

Assigning a user to a course

Getting to the EDIT USER ACCOUNT PAGE

Start by selecting **Administration** > **USERS** > **EDIT USER ACCOUNTS**

SELECTING THE USER

Find the user you would like to assign the course to and select **their name** or the **VIEW USER button**

Assigning Courses from the PROFILE PAGE

Once on the Profile Page of the user, select **ADD COURSES**

Selecting the courses

Select the courses you would like to assign by **selecting the checkboxes**. You can see the courses you have added from the table **Courses to Add**

IF YOU'RE ASSIGNING FOR A COURSE TUTOR MAKE SURE TO CHANGE THE USER ROLE FROM LEARNER TO TUTOR

Once complete, **select Assign Courses**

END OF GUIDE